



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission August 16, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Gonzales led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES: MSC Nigel/Salazar** to approve the minutes of the June 21, 2017 meeting. Approved unanimously. Vice Chair Davis, Commissioner Gonzales and Commissioner Melendrez abstained.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Formation of a Subcommittee to Develop a Draft Annual Park Inspection Program for Future Commission Input and Adoption – Director Burns told the Commission that in response to their request for modifications to their current inspection program, staff was currently working on inspections of all its parks in order to address deficiencies or concerns. In order to better fulfill what the Commission would like from their inspection program, staff is requesting that a subcommittee be formed to help draft a new inspection program.
Commissioner Greenberg asked what the subcommittee will be doing and Director Burns replied that they will be helping put together a schedule as well as developing a standard checklist for all parks. Director Burns added that staff had started inspections of City parks. She presented inspection results of parks west of El Camino Real.
Vice Chair Davis asked if there is any other kind of park safety inspection performed by staff and Director Burns replied that parks staff does a daily safety check. Additionally, once a month there is a thorough inspection and quarterly there is an irrigation inspection. Commissioners Greenberg, Melendrez and Nigel volunteered to be on the subcommittee.
 - b. Oral Report Update on Capital Improvement Projects – Director Burns told the

Commission that in the next City Council's meeting agenda there is a request for the City Manager to authorize a contract for construction of Earl-Glenview and Florida Avenue Parks. With the approval on August 22, 2017, construction should begin by early October with an estimated completion date in early 2018. Director Burns also told the Commission that the construction of the restrooms at City Park had been delayed by the contractor and rescheduled to begin demolition by mid-September. She added that all the work should be completed by end of calendar year. Director Burns went on to tell the Commission that the park pathway project had been completed in the lower part of City Park and the contractor is scheduled to come back to complete the upper park in September. She added that Superintendent Brewer was working on an invitation for bids to continue the park pathway work at Commodore Park, followed by Grundy Park. **Commissioner Gonzales** commented that one of the pathways at Grundy Park needs to be a high priority due to its current condition.

Vice Chair Davis added that based on Commissioner Gonzales's comment, she would like to know how the parks were prioritized for the pavement work to be completed. Director Burns replied that staff looked at a combination of use and risk. Director Burns went on to advise the Commission that the Parks Corporation Yard was added to the Capital Improvements Projects and would be undergoing some remodeling of the interior break room, locker area and restrooms. She also said that City Council appropriated \$150,000 for improvements to the Commodore Dog Run in the current fiscal year and that the City would be doing community outreach to invite residents to a meeting in order to provide some input for the Commission's and City Council's consideration on desired improvements to the dog run.

Commissioner Gonzales asked for clarification on the difference between a dog run and a dog park. Director Burns replied that the San Bruno Municipal Code refers to the space at Commodore Park as a Dog Run, as a park and run are typically differentiated by the amenities offered.

Vice Chair Davis commented that the state of the Commodore Park dog run has been discussed several times over the years and asked that if the Commission will be inviting the community to their next meeting that they treat it as more of a brainstorming session to make sure to capture all the ideas people will be suggesting. Director Burns suggested that the Commission hold a regular meeting and invite residents for a Commission study session immediately following their Commission meeting to better facilitate residents providing their input for Commodore Park Dog Run.

Commission Salazar suggested the format be more like the community meeting used to seek community input for the design of the new parks and that the meeting be facilitated by the Commission and staff. The Commission agreed to the community meeting.

Lastly, Director Burns updated the Commission on the Senior Center incident that left half of the multipurpose room closed. Demolition has begun in order to fully restore its usage and staff has been able to keep the lunch program available by using space at St. Robert's Church and the Veterans Memorial Recreation Center. Staff estimates reconstruction to be complete by the end of the calendar year.

Commissioner Greenberg asked how the construction will be paid for and Director Burns responded that the City is currently filing a claim with the involved insurance companies.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Gonzales** wanted the Commission to keep in mind that prior to the two new parks opening, they schedule small neighborhood projects for the two new parks.
Commissioner Salazar commented that he would like the Commission or staff to respond to letters sent by resident, Ryan Mrsny. Director Burns said that staff would provide a response. Commission Salazar also asked for staff to please provide more information to residents through social media channels so that they are better informed.
Commissioner Greenberg informed staff that she had been told by residents that Beckner Shelter has become an area where homeless people are camping out and using drug paraphernalia. She added that the last day of Junior Giants would be on August 19.
Commissioner Gonzales asked for an update on the painting project and Director Burns responded that the painting project was finished and staff would be presenting a staff report to City Council in September to accept the project. Commissioner Gonzales asked how the new Recreation activity, “Dive-In Movies” went and Superintendent Brewer said that the first one was cancelled due to low enrollment but that the second one would be taking place. Commissioner Gonzales also wanted to thank staff for the work they had done at Grundy Park prior to “National Night Out”. She also asked if staff could advertise next year’s “National Night Out” by putting signs up at all parks.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno